BROOKINGS COUNTY COMMISSION MEETING TUESDAY, JULY 24, 2018

The Brookings County Board of County Commissioners met in regular session on Tuesday, July 24, 2018 with the following members present: Michael Bartley, Stephne Miller, Ryan Krogman and Larry Jensen. Lee Ann Pierce was present via telephone.

CALL TO ORDER

Vice-Chairperson Bartley called the meeting to order.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

APPROVAL OF AGENDA

Motion by Jensen, seconded by Miller to approve the agenda for the July 24, 2018 Commission Meeting. All members voted "aye." Motion carried.

CONSENT AGENDA

Motion by Krogman, seconded by Miller to approve the consent agenda. All members voted "aye." Motion carried. The consent agenda consisted of the minutes from the July 3, 2018 Commission Meeting.

Travel Requests: Jacob Brehmer to attend a District Meeting on July 25th in Egan, SD; Vicki Buseth & Kristen Witchey to attend Tyler Incode Training and SDACES Users Group Meeting on August 15th-16th in Oacoma; Chris Lilla & Jacob Brehmer to attend SDACES Users Group Meeting on August 16th in Chamberlain, SD; Michael Holzhauser to attend the Enlisted Association Convention on September 17th-22nd in Ft. Walton Beach, FL; Commissioners, Department Heads, & Deputies to attend SDACC/SDACO Fall Convention on September 9th-11th in Pierre.

Personnel Action Notices: routine step increase- Rae Lynn Maher to \$20.96, effective June 1, 2018; routine step increase- Rachelle Hochstetter to \$17.89, effective June 1, 2018; new hire-Part-time Detention Center Nurse Becky Eggebrecht at \$25.00, effective June 28, 2018; routine step increase- Laura Littlecott to \$26.56, effective July 1, 2018; new hire- Full-time Finance Assistant Kimberly Laabs at \$16.32, effective July 9, 2018; voluntary resignation- Daniel Porter, effective July 29, 2018; routine step increase- Paul Ness to \$19.37, effective July 1, 2018; routine step increase- Melissa Walsh to \$18.01, effective August 1, 2018.

Human Services Report: case #18-076 for Spilde Leasing Co. was approved; case #18-077 for Brookings Hospital was denied; case #18-073 for Brookings Hospital was approved; case #18-074 for rent was approved; case #18-075 for Brookings Municipal Utilities was approved; case #18-085 for Brookings Municipal Utilities was approved; case #18-086 for City of Volga was approved; case #18-087 for Brookings Municipal Utilities was approved; case #18-088 for Brookings Municipal Utilities

was approved; case #18-078 for Brookings Municipal Utilities was approved; case #18-082 for Mills Property Management was approved; case #18-083 for Good Life Property Management was approved; case #18-085 for Brookings Municipal Utilities was approved; case #18-084 for Brookings Municipal Utilities was approved.

ROUTINE BUSINESS

Approval of Claims

Commissioner Pierce was absent from voting.

Motion by Miller, seconded by Krogman to approve the following claims. Roll call vote: Jensen "aye," Miller "aye," Krogman "aye," Bartley "aye." Motion carried. A&B Business Inc, Copier Contract, \$852.12; ADRDL SDSU Animal Disease, Rabies Testing, \$63.00; AgFirst Farmers Coop, Oil, \$8.38; AgFirst Farmers Coop, 2-4D Amine, \$1,321.75; Alert Magazine, LLC-SD, Advertising, \$125.00; Alphamedia USA LLC, Radio Ad Package, \$595.00; Aragon, Martha A, Translation Services, \$200.00; Avera Medical Group, Inmate Medical, \$533.86; Avera Occupational Medicine, Drug Testing, \$118.00; Banner Associates, Engineering Services, \$10,721.89; Boarman Kroos Vogel Group, Detention Center Consultant, \$2,012.97; Bobcat of Brookings, Tires, Repair, Skid Steer Rent, \$1,661.59; Bowes Construction, Gravel, \$9,435.64; BPro Inc, Primary Epollbooks, Support, \$12,000.00; Brookings Area Chamber, Chamber Bundle, 2017 Expo. \$375.00; Brookings Area CTC, 10 CPR Certification Cards, \$200.00; Brookings Auto Mall Inc. Sheriff Dept Gasket, \$8.41; Brookings City Utilities, Utilities & Phone Service, \$10,907.68; Brookings Health System, Inmate Medical, BAC Testing, Court Testing, \$7,649.19; Brookings Public Library, 3rd Qtr Budget Allocation, \$4,375.00; Brookings Register, Legal Notices, Publishing, \$680.93; Brookings-Deuel RWS, Water @ Bruce Shop, \$21.30; Brothers Pharmacy, Inmate Medical, \$464.30; Buhls of Brookings Cleaners, Rugs, Mops, \$141.90; Butler Machinery Co, Hose, Glass, \$539.92; C&R Supply Inc., Sensors, Parts, \$807.36; Carquest Auto, Supplies, Parts, \$192.87; Central Business Supply, Office Supplies, \$702.95; Century Business Products, Copier Maintenance, \$948.57; Cintas Corporation, Laundry Services, \$368.90; City of Brookings Landfill, Junk Clean up from the Yard, \$22.26; City of Volga, COP Utilities, \$119.90; City of White, Shop Utilities, \$59.83; Clean Slate, Court Envelopes, \$164.00; Convergint Technologies, Annual Safe Inspection, \$245.94; Cook's Wastepaper & Recycling, Garbage Service, \$788.04; Cummins Central Power LLC, Generator Repair, \$318.87; Dean Schaefer Court Reporting, Inv Mental Illness Hearings, \$201.00; DeBeer Small Engine, Mower Cable, \$21.28; Den-Wil Inc, June/July Comm Health Rent, \$1,754.00; Diamond Mowers Inc, Parts, Skid Shoe, \$171.02; EEHP Inc, Cathodic Testing Gas Tanks, \$80.00; Einspahr Auto Plaza, Replace Mirror Assy, Vandalism, \$243.70; Einspahr Auto Plaza, Oil Change, \$46.38; Election Systems & Software, License & Maint Fee, Ballots, Vote Cards, \$9,214.37; ESEind, Inc., Readers, Camera Repair, \$1,697.28; Exhaust Pros, Vehicle Repair, \$530.58; Fastenal Company, Drill Bits, Parts, \$148.46; First Bank & Trust, Supplies, Postage, Fuel, \$232.65; Foerster Office & Supply, Jail Supplies, \$479.50; Galls, Defense Spray, \$83.97; Gass Law, PC, Crt Appt Attorney, \$548.20; GCR Tires & Service, Tires, \$6,635.19; Geotek Engineering Inc., Geotechnical Exploration, \$5,652.00; Jennifer Goldammer, Crt Appt Attorney, \$4,200.86; Good Life Property Managent, COP Rent, \$645.00; Graybar Electric Co Inc., GE Lighting, \$84.60; Guardian Fleet Safety, Mounting Bracket Weed, \$416.00; Patricia J Hartsel, Transcripts, \$496.00; Konard O Hauffe DDS PC, Inmate Medical, \$397.88; Hodges Badge Company Inc, Purple & Blue Ribbons, \$605.88; Tim Hogan, Crt Appt

Attorney, \$145.70; Hy-Vee Food Store, Inmate Meals, Supplies, \$13,446.23; I29 Truck Shop, Air

Brake Hose, \$37.00; Ina Group LLC, Tax Certificates, \$21,931.38; Indeed Inc, Job Postings, \$891.58; Interstate Power Systems, Repairs, \$554.60; Interstate Telecom. Coop, BCOAC/4H Phone Service, \$383.98; Jackrabbit Tire & Service, ATV Tires, \$468.24; Jurgens Printing Inc, State Fair 4H Books, \$348.25; Kibble Equipment LLC, Parts, Supplies, \$1,007.39; Kingbrook Rural Water, Water Utilities, \$33.00; Benjamin L. Kleinjan, Crt Appt Attorney, \$752.00; Knowles Publishing Inc, Trial Lawyer's Series, \$120.45; Kriese, Jeremy, DARE Conf Per Diem, \$62.00; L&L Auto & Truck Parts, Shop Parts/Supplies, \$760.69; Lewis & Clark Behavioral, Behavioral Mental Illness Intakes, \$320.00; L.G. Everist, Inc., Pea Rock, \$3,041.19; Lincoln County Auditor, Mental Illness Costs, \$391.80; Lowe's, Roof Repair Supplies, Cable, \$117.28; Lowe's, Shop Supplies, Repair Supplies, \$466.87; Lutheran Social Services, LSS Arise Youth Center, \$949.00; M&T Fire & Safety Inc, Equipment and Supplies, \$6,052.00; Macksteel, Steel for Sander Racks, \$1,098.17; Reed T Mahlke, Crt Appt Attorney, \$658.00; Martin's Inc, Oil, Gas, Diesel, \$41,104.92; Master Blaster Inc, Pressure Washer Repair, \$98.42; Matheson Tri-Gas Inc., Welding Supplies, \$45.49; Donald McCarty, Crt Appt Attorney, \$5,285.40; McKeever's Vending, Inmate Commissary, \$491.00; Mediacom LLC, July Law Library Internet, \$115.90; Midwest Glass, Windshield Repair, \$243.73; Mills Property Management, COP Rent, \$525.00; Minnehaha County JDC, JDC Costs, \$7,405.20; Moser, Misty, Per Diem Weed Tour, \$100.80; Nancy J Nelson, Crt Appt Attorney, \$390.10; Newegg Business Inc, Eaton UPS, PC, \$2,898.97; Nielsen's, Relay, \$9.63; Northwestern Energy, Natural Gas, \$303.15; Office Peeps Inc. Office Supplies, \$501.49; One Source, Background Checks, \$279.25; Oneneck IT Solutions LLC, Cisco Umbrella Professional, \$2,272.00; P&M Steel, Rods, \$257.58; Pennington County Jail, Transport, \$226.20; Pharmchem Inc, Sweat Patch Analysis, \$799.40; Physicians Laboratory, Inmate Medical, \$76.00; Qualified Presort Service, Mail Service, \$29.98; Pam Raeder, 4H Special Foods Judge, \$75.00; Razor's Edge Lawncare, Lanscape Maintenance & Mowing, \$3,100.00; RDO Equipment Co, Turn Table Bushing, Fuel Cond, \$755.64; Redwood Mediation Service, Crt Appt Counsel Mental Illness, \$134.00; Reliance Telephone, Inmate Phone Cards, \$2,000.00; Running's Supply Inc., Shop Tools, Supplies, \$518.83; Sanford Health, Inmate Medical, \$53.93; Satellite Tracking of People, GPS Tracking, \$312.00; SD Attorney General's Office, 24/7 SCRAM Fees, \$2,097.00; SD Attorney General's Office, 24/7 Participation Fee, \$333.00; SD Dept of Health, Renew Controlled Substance LLC, \$75.00; SD Dept of Revenue, Amine UA, \$33.00; SD Dept of Revenue, Sheriff Trust, \$3,219.04; SD Sheriff's Association, Annual Savin Maint Fee, \$880.00; SDACO, ROD Relief Fund June 2018, \$952.00; SDSU Workstudy, SDSU Workstudy, \$206.26; Sioux Equipment, Upgrade to Gasboy Windows 10, \$543.50; Sioux Falls Two Way Radio, Radio & Supplies Sinai FD, \$920.97; Sioux Valley Energy, Sinai, Bruce Electric Utilities, \$249.00; Snap-On Industrial, Battery for Shop, \$78.24; Southpaw Defense, SD Enhanced Concealed Carry Classes, \$720.00; Sturdevant's Auto Parts, Parts, Supplies, \$37.07; Sundem, Deb, 4H Special Foods Judge, \$117.00; Anthony Teesdale, Crt Appt Attorney, \$1,942.35; Thomson Reuters - West, Codified Law Books, Law Books, \$1,918.16; Town of Sinai, Sinai Utilities, \$64.00; Trane US Inc, Service Calls, \$416.25; Transource, Filters, Repair, \$2,117.65; UPS Store, Radio Shipping, \$19.28; Steven Ust, Building Inspections, \$1,000.00; Vandenberg Law, Crt Appt Attorney, \$564.00; Verizon Wireless, Election Hot Spots, \$325.39; Verizon Wireless, Mobile Data, \$320.08; Walburg, Duane, Animal Control Mileage, \$50.40; Walmart Community, Supplies, \$126.02; Wheelco Truck & Trailer, Filters, Air Panel, \$128.86; Terry D Wieczorek PC, Crt Appt Attorney, \$1,041.97; Kristin A Woodall, Transcripts, \$30.60; Yankton County Sheriff, Service of Process, \$50.00; Yankton County Treasurer, Lien Pmt, Mental Illness Charges, \$354.75; SD Dept of Revenue, July Remittance, \$574,798.65; Steve Britzman Trust, Land Purchase Closing Costs, \$300,124.24.

Community Health Nurse Jen Burns presented the WIC/Community Health 2nd Quarter Report. Burns said they continue to provide supplemental nutritional foods, nutrition education, support, and referrals to clients, to local Brookings County resources.

She said they continue to reach out to parents of adolescents with education related to adolescent recommended vaccines.

Burns said they will be contacting the schools in August to schedule school screenings. She also said the plan this year is to complete the majority of school services in September.

Burns said the staff completed an eight hour education session on Mental Health First Aid training.

County Development Director Robert Hill said the City of Bushnell submitted paperwork showing that they spent \$4,188.85 to have a severe weather siren installed in their community. Hill said the State and Local Agreement for the 3rd Quarter is due.

Be it noted, Vice-Chairperson Michael Bartley signed the 3rd Quarter SLA Report for FY2018 and time sheets for Hill.

Hill said he's been updating ordinances with States Attorney Teree Nesvold.

Hill said the EOC Command trailer was used at Pioneer Park by the City of Brookings Police Department for the Arts Festival.

Hill said County Development Deputy Director Richard Haugen monitored severe weather and posted messages on social media during a recent storm. Hill discussed some of the damage that occurred throughout Brookings County during the July 19th flood. Hill said the Salvation Army contacted his office and brought down 46 basement buckets, which consist of materials needed to help clean out basements that received water damage.

Hill said he attended the NACo Conference in Davidson County, TN.

Hill discussed upcoming dates.

Highway Superintendent Richard Birk said he's been helping Scott Bjerke on a culvert project in Oslo Township. Birk said he checked on a culvert under County Highway 12 that was allegedly plugged. He said he found no obstruction and said the ends were clear.

Finance Officer Vicki Buseth said the Sheriff's Office sold one mobile home for non-payment of taxes. She thanked the Sheriff's Department for working so hard to collect those non-paid property taxes.

Finance Officer's Report

Finance Officer Vicki Buseth presented the Finance Officer's Report for June 2018.

June 2018

Total amount of deposits in the bank	\$25,384,163.32
Total amount of actual cash: Currency	\$7,419.00
Coins	
Total amount of checks/drafts in Treasurer's possession not exceeding 3 days\$105,164.08	
Itemized list of all other items	\$30,736.06

Commission/HR: \$26,968.83; Technology: \$8,946.18; Elections: \$3,128.36; Finance Office: \$29,296.25; States Attorney: \$32,352.27; Equalization: \$28,383.60; Register of Deeds: \$12,856.34; Veterans/Welfare: \$9,947.59; Sheriff's Office: \$142,328.95; Coroner: \$639.33; Community Health: \$5,156.46; Extension: \$3,650.47; Weed: \$11,910.93; Planning/Zoning: \$8,883.48; Highway: \$72,970.12; Emergency Management: \$5,840.87; BCOAC: \$7,434.22.

AFLAC: \$3,074.58; Avesis: \$1,248.59; Office of Child Support: \$776.00; Delta Dental: \$4,949.78; Flex One: \$2,013.42; Principal Life Insurance: \$1,856.33; Local Teamsters: \$1,122.00; SDRS: \$62,946.20; SDRS Supplemental: \$1,861.50; EFTPS: \$128,600.40; Wellmark: \$97,037.20; SDRS Special Pay Plan Fee: \$45.00; SDRS Special Pay Plan: \$1,241.17; ALFAC Group/CAIC Primary: \$324.86.

Be it noted, the expenditure adjustments for the month of June 2018 were presented to the board. \$7,807.54 was transferred to allocate highway department expenditures to other county departments for work performed and supplies furnished by the highway department.

Be it noted, the Register of Deeds Statement of Fees collected for the month of June 2018 in the amount of \$36,330.50 was presented to the board.

Weed Department Supervisor Misty Moser said they are done spot-spraying county roads. She said they are now mowing DOT and County roads.

Brookings County Outdoor Adventure Center Director Kristin Heismeyer said they had water up to the doors of the facility, but there was no water damage to the inside of the facility.

Heismeyer said they are working on re-branding the Outdoor Adventure Center and getting a new logo.

Heismeyer said they are also working on fall programing. She also said they purchased an archery tag game for the range.

Veterans & Human Services Director Michael Holzhauser said he went to the NACo Conference and found it very informative.

Sheriff Martin Stanwick said Assistant Sheriff Scott Sebring is in charge of the mobile homes, and said he does a really good job collecting those non-paid property taxes.

Stanwick said there are 147 individuals participating on the 24/7 program.

Stanwick said Jail Administrator Bart Sweebe is at a Mental Health First Aid Training.

Stanwick said the basement of the Sheriff's Department flooded. He said an AED Defibrillator was ruined because of the flood and will have to be replaced.

REGULAR BUSINESS

Motion by Krogman, seconded by Jensen to approve for recording purposes and authorize Vice-Chairperson Michael Bartley to sign Resolution #18-20: a replat of USBR Brookings Substation and an unplatted portion of land located in the SW ¼ of the NW ¼ and NW ¼ of the SW ¼ of Section1, Township 110 North, Range 50 West, Fifth Principal Meridian, Brookings County, South Dakota. Background information was provided by County Development Director Robert Hill.

All members voted "aye." Motion carried.

Motion by Miller, seconded by Krogman to approve for recording purposes and authorize Vice-Chairperson Michael Bartley to sign Resolution #18-21: a plat of Block 1, Intermill Addition in the south ½ of the southeast ¼ of Section 8, T109N, R51W of the 5th P.M., Brookings County, South Dakota.

All members voted "aye." Motion carried.

Motion by Miller, seconded by Jensen to approve for recording purposes and authorize Vice-Chairperson Michael Bartley to sign Resolution #18-22: a plat of Block 1, Hope Addition, in the southeast ¼ of Section 33, T109N, R52W, of the 5th P.M., Brookings County, South Dakota.

All members voted "aye." Motion carried.

Motion by Jensen, seconded by Krogman to approve for recording purposes and authorize Vice-Chairperson Michael Bartley to sign Resolution #18-23: a plat of Tract 1, Norfeld Addition, in the NW $\frac{1}{4}$ and the SW $\frac{1}{4}$ of Section 14, Township 111 North, Range 48 West of the 5^{th} P.M., Brookings County, South Dakota.

All members voted "aye." Motion carried.

Motion by Krogman, seconded by Jensen to approve for recording purposes and authorize Vice-Chairperson Michael Bartley to sign Resolution #18-24: a plat of Berdan First Addition located in Government Lot 5 of Section 6, T112N, R52 West, of the 5th P.M., Brookings County, South Dakota.

All members voted "aye." Motion carried.

Motion by Miller, seconded by Krogman to approve the low bid for janitorial services for the Brookings City & County Government Center to ISS Facility Services of Sioux Falls, SD. Background information was provided by Commission Department Director Stacy Steffensen.

All members voted "aye." Motion carried.

Motion by Miller, seconded by Krogman to approve and authorize Vice-Chairperson Michael Bartley to sign Agreement #18-79: a Brookings City & County Government Center Custodial Contract with ISS Facility Services of Sioux Falls, SD. Background information was provided by Commission Department Director Stacy Steffensen.

Roll call vote: Krogman "aye," Pierce "aye," Jensen "aye," Miller "aye," Bartley "aye." Motion carried.

Motion by Miller, seconded by Krogman to approve and authorize Vice-Chairperson Michael Bartley to sign Agreement #18-80: an application for occupancy of right-of-way made by Sioux Valley Energy.

All members voted "aye." Motion carried.

Motion by Miller, seconded by Krogman to approve and authorize Vice-Chairperson Michael Bartley to sign Agreement #18-81: a letter of contract for construction administration services between Brookings County & Banner Associates, Inc. Bartley said this is for 464th Avenue starting at 209th Street north to 201st Street, west on 201st Street to 462nd Avenue, north on 462nd Avenue to 199th Street. Background information was provided by Highway Superintendent Richard Birk.

Roll call vote: Pierce "aye," Jensen "aye," Miller "aye," Krogman "aye," Bartley "aye." Motion carried.

Motion by Miller, seconded by Krogman to approve the letting authorization for project #BRF 6319(00) 17-4, PCN 06HT, bridge #06-169-239. Background information was provided by Highway Superintendent Richard Birk.

All members voted "aye." Motion carried.

Motion by Jensen, seconded by Miller to approve the letting authorization for project #BRF 6319(00) 18-2, PCN 06VJ, bridge #06-169-238. Background information was provided by Highway Superintendent Richard Birk.

All members voted "aye." Motion carried.

Motion by Miller, seconded by Krogman to accept the recommendation by the Joint Powers Board to declare the buildings on lots south of the Brookings City & County Government Center as surplus to be disposed of. Background information was provided by Commissioner Bartley.

All members voted "aye." Motion carried.

Motion by Miller, seconded by Jensen to accept the recommendation by the Joint Powers Board to seek quotes for demolition of the buildings on the lots south of the Brookings City & County Government Center; to give salvage rights to the company with the low quote; and to prep the site for a future parking lot. Background information was provided by Commissioner Bartley and Commission Department Director Stacy Steffensen.

All members voted "aye." Motion carried.

Motion by Jensen, seconded by Miller to approve a reimbursement of \$1,382.82 to the City of Bushnell for the installation of a severe weather siren. Background information was provided by County Development Director Robert Hill.

Roll call vote: Jensen "aye," Miller "aye," Pierce "aye," Bartley "aye," Krogman "aye." Motion carried.

Motion by Miller, seconded by Krogman to authorize the Finance Office to publish a notice to hold a public hearing on a supplemental budget request. Background information was provided by Commission Department Director Stacy Steffensen.

All members voted "aye." Motion carried.

Commission Department Director Stacy Steffensen presented the Commission Department Director's Report.

Steffensen said the 10-County Meeting will be hosted by Lake County on Wednesday, August 15th. Steffensen said Senior Companions would like a Commission representative at their recognition event on Friday, August 3rd at the Elks Lodge in Watertown. Steffensen said the board is invited to attend the Vision Brookings Summer Update on Wednesday, August 1st at the Research Park at SDSU. Steffensen said Commissioner Jensen shared a "Save the Date" notice for the upcoming North American Manure Expo, August 15th-16th at the Swiftel Center.

Steffensen said the Conservation District would like to schedule their annual tour.

Commissioner Pierce left the meeting.

SCHEDULED AGENDA ITEM

As scheduled at 9:30 a.m., Representative Spence Hawley recognized Sergeant Jon Pike for his support of the National Guard.

REGULAR BUSINESS CONTINUED

Commission Department Director Stacy Steffensen continued with her report.

Steffensen said the NACo Convention was a great experience. She said she attended many committee meetings and workshops, along with the General Sessions and the NACo Annual Business Meeting and election of the 2nd Vice-President.

Steffensen discussed upcoming dates with the board.

Deputy States Attorney Steve Britzman had nothing to report.

COMMISSIONERS' REPORTS & DISCUSSION

Commissioner Jensen attended and reported on the Conservation District Meeting; attended and reported on the NACo Convention; and attended a BCOAC Advisory Board Meeting.

Commissioner Miller attended budget hearings; attended a Joint Powers Board Meeting; and attended First District's picnic.

Commissioner Krogman went on a tour with BATA to look at potential sites; attended the Leader Round Table and attended the BCOAC Advisory Board Meeting.

Commissioner Bartley attended budget hearings; attended the Joint Powers Board Meeting; attended the Leader Round Table; attended a Mental Health Task Force Meeting; attended the East Central Behavioral Health Board Meeting; attended First District's picnic, attended the E-911 Meeting; and participated in the interview process for the Veterans & Human Services Deputy Director position.

ADJOURNMENT

Motion by Krogman, seconded by Jensen to adjourn. All members voted "aye." Motion carried. The next regular scheduled meeting is Tuesday, August 7, 2018 at 8:30 a.m.

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